

**COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF ENVIRONMENTAL AFFAIRS
DIVISION OF CONSERVATION SERVICES
Filing Deadline: Tuesday, August 1, 2006 by 3PM**

For DCS Office Use Only:
Urban Self-Help # _____
Total Project Cost: \$ _____
Reimbursement Rate _____ %
Grant Request \$ _____
Approval Date _____
Grant Award \$ _____

**OUTDOOR RECREATION PROJECTS
Massachusetts Urban Self-Help and Strategic Urban Recreation Fund
APPLICATION FORM - FY07 ANNUAL GRANT ROUND**

Program Regulation Reminder: it is understood that any property acquired or developed with urban self-help grant assistance is open to all citizens of the commonwealth, and that no major alteration of this property, or changes in the proposed uses can take place without the prior approval of the secretary of the Executive Office of Environmental Affairs, and possibly the general court. All properties for which grant assistance is provided must be open to the general public (not residents only) for appropriate recreational use and must be protected open space under Article 97 of the Amendments to the Constitution of the Commonwealth of Massachusetts, dedicated to public outdoor recreational use.

Eligibility – communities must:

- 1) *Have an approved or draft Open Space and Recreation Plan on file with the Division of Conservation Services (if a draft is submitted, a condition of final payment will be to obtain DCS approval of the final report);*
 - 2) *Have no unresolved "parkland" conversion issues with the Executive Office of Environmental Affairs; and*
- ❖ Projects involving renovations of the same theme in multiple parks, such as resurfacing playgrounds, may be packaged into one application. Unrelated renovations must be submitted as individual applications.
 - ❖ DCS will host a "How-To" workshop on Wednesday, May 10, 2006 from 10am to 12 noon in Boston at 100 Cambridge Street, Conference Room D, Second Floor. RSVP at (617) 626-1011, or contact Nicole.Sicard@state.ma.us. Both the workshop presentation and answers to questions received prior to June 30, 2006 will be posted on the DCS website. Once the Open Question Period is closed, DCS staff cannot provide project specific technical assistance.

SUBMITTING APPLICATIONS:

All Applications are due no later than 3:00 p.m. on Tuesday, August 1, 2006. Any Application received after the deadline will be rejected. A postmark will NOT be accepted for verification of date of submission. Applications will NOT be accepted by fax machine or electronic mail. The outside of the package holding the Application and copies should be clearly marked: FY07 URBAN SELF-HELP GRANT ROUND. One original and two (2) copies of the Application must be submitted to:

Melissa Cryan
Executive Office of Environmental Affairs
100 Cambridge Street, Suite 900
Boston, MA 02114

Only the original submission must be provided in hard copy format and include the appraisal report(s), if applicable. The copies of the Application may be submitted as one concise document (including maps) in digital format compatible with Microsoft Office 2000 or Adobe Acrobat, and no additional copies of the appraisal report(s) are required. Applicants considering delivering documents to EOEA by hand are reminded that Boston is experiencing significant construction in the Government Center area and travel delays should be anticipated. Please allow plenty of time for travel into and out of the city. Applications will be accepted PRIOR to the deadline.

A complete application package contains the following documents. Each document contains important information on the application and the grant program in general. Be sure to read the entire package prior to applying for grant funding.

Secretary's Announcement Letter

- ◆ DCS Director's Memo to Prospective Applicants
- ◆ Outdoor Recreation Program Application Step Procedures
- ◆ Outdoor Recreation Program Application Form
- ◆ Outdoor Recreation Project Selection System
- ◆ Regional and Statewide Usage Report
- ◆ Sample Municipal Vote
- ◆ Appraisal Report Guidelines
- ◆ Program Regulations

Grant Award Schedule:

Application Release Date:	March 31, 2006
Workshop Date:	May 10, 2006
End of Open Question Period:	June 30, 2006
Application Deadline:	August 1, 2006
Site Inspections:	August and September 2006
Award Announcement:	Anticipated announcement on or about 60 days from Application Deadline
Project Completion:	June 30, 2007 or June 30, 2008 depending on the project

OUTDOOR RECREATION PROJECT APPLICATION FORM FY2007

1. **Municipality** **Population (2000 U.S. Census):**

2. **Project Name:**

Type of Project:

Acquisition – acreage

New Development

Renovation

Previous Assistance: Yes

No

Watershed:

County:

3. **Contact Person:**

Agency:

Address:

Zip:

Telephone:

Fax:

Email:

Please note: the contact person is the official representative for this project as authorized under item #15(b) of this application, usually not the chief municipal officer.

4. **Briefly describe the project on ONE attached page.** Use the Recreation Land Acquisition Project Rating System as an outline for the description, as well as the items bulleted below, to ensure the maximum score possible for your Project.

a.) Acquisition Projects:

- concise natural resource description including wildlife habitat, water resources, and soils
- if it is in a high growth area, high density area, or town/city center
- rare species (include letter from NHESP)
- state designated Area of Critical Environmental Concern (ACEC)
- unique geologic or landscape feature
- historic or archaeological resource (include letter from MHC)

b.) Development or Renovation Projects

- describe facilities being developed
- describe community needs
- acres dedicated as park land
- interpretive services, environmental education
- brownfield projects must submit 21E evaluation
- innovative water recharge and reuse component
- environmental restoration project

c.) All Projects:

- accessibility for the disabled
- long-term detailed site maintenance/management plan that includes sources of funding
- link to other recreation or conservation sites
- contains resources identified in the Watershed Action Plan
- water based recreation (include linear footage bordering water resource)
- cooperation of any other governmental agency (state, federal, county) or private nonprofit, fiscal or other
- regional or statewide facility (towns applying either category should submit a Usage Report):
 - serves a regional population of 35,000 which reside within a radius of 25 miles
 - serves one or more urban area's residents living within one-hour driving radius
 - parking for 100 vehicles for regional status
 - parking for 200 vehicles for statewide status
 - access to a public transportation route
 - provides adequate comfort stations and potable water outlets
 - serves all age groups (for either regional or statewide status)

5. Proposed Funding:

The Urban Self-Help program is a **reimbursement** program. Grant recipients are reimbursed after invoices have been paid. **The total project cost must be raised or appropriated by the municipality shortly after project approval if it has not already been appropriated.** Costs incurred prior to grant approval and contract execution are ineligible, **including design costs.** Force account labor is also ineligible. Mention any *previous, pending or anticipated* financial assistance on this project. Refer to Urban Self-Help regulations (Section 5.07) for eligible cost details.

Total Eligible Project Cost:

Urban Self-Help Request:

(52-70% based on Equalized Valuation Per Capita, confirm with DCS, maximum of \$500,000)

Municipal Share:

(Community Development Block Grant, Community Preservation Act, etc., please specify in narrative)

Other: (i.e. private donation to community, fund raising, etc.)

Attach a one page description of the proposed project budget including:

- The source of all local funding including donations and Community Preservation Act (CPA) funds.
- Description of the details of any donation, if applicable (be sure these funds are gifted to the community and earmarked for the project).
- Description of any other sources of funding including federal, state, municipal, or nonprofit organizations. List these partners and describe their contribution. Not all sources of state and federal funds are compatible with DCS grant programs.

6. Project Type: Please indicate type of project, refer to the program's regulations for definitions (Sec 5:03), and to the list of required attachments found at the end of this application form to substantiate any "yes" answers. Indicate here whether:

- (a) Your municipality is an urban population center
- (b) Your project qualifies as a regional or statewide project (submit a Usage Report)
- (c) Your project qualifies as a "small town" project

7. Commonwealth Capital Application

In order to encourage municipalities to implement land use practices that are consistent with Smart Growth, the Romney Administration has implemented an incentive policy known as Commonwealth Capital for discretionary grant programs. The project rating systems for the Self-Help and Urban Self-Help programs have been modified to reflect a municipality's Commonwealth Capital Score. To receive a Commonwealth Capital Score, municipalities must apply directly to the Office for Commonwealth Development (OCD). Communities may submit their FY06 Commonwealth Capital Score, or complete an application online at <http://www.mass.gov/ocd/comcap.html>.

Have you applied for a Commonwealth Capital Score?	Yes	No	Submitted FY06 Score
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8. Describe outstanding leases, restrictions or other rights or interests held by others in the project site and enclosed copy of the same (for file records only).

9. Is the property permanently dedicated for park, playground, or recreation purposes? (See Additional Attachments #8.) If not, please submit draft dedication language for DCS review as all USH projects must be dedicated for park, playground, or recreation purposes.

Yes	No
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Total acres of dedicated park land

10. Are fees currently charged or proposed for this facility? If yes, please attach a copy of the fee system. Charging fees is allowed subject to DCS approval. If applicant is awarded a grant, the site cannot be restricted to municipal residents only. If fees are charged based on residency, fees for nonresidents are subject to Section 5.08(3) of the Urban Self-Help regulations (for file records only).

Yes (copy attached)	No
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11. Municipal Open Space and Recreation Plan: Define how project meets priority needs defined in Five Year Action Plan, specify any reference to the Open Space and Recreation Plan with a page number. Community must have an Open Space and Recreation Plan approved by DCS or submit a draft plan to be eligible to participate in grant programs.

12. Define how project meets priority needs as defined in the Massachusetts Outdoors 2000!, the Statewide Comprehensive Outdoor Recreation Plan (SCORP) available online at www.mass.gov/envir/dcs and click on "Publications". Focus on the demand information for your region and the statewide and regional goals.

13. Check the following if applicable to project (for file records only):
- | | | |
|----------------------|----|---|
| Yes | No | Prime agricultural lands (see Ex. Order #193) |
| Yes | No | Barrier beach |
| Yes | No | Cultural, historic, archeological site: Contact MA Historical Commission (617) 727-8470 |
| Yes | No | Endangered species habitat: Contact MA Natural Heritage Program (508) 792-7270 |
| Yes | No | Scenic River designation |
| Yes | No | Wetland designation |
| Yes | No | 100 year floodplain |
| Yes | No | State designated Area of Critical Environmental Concern (ACEC) |
| Yes | No | Environmental intrusion, i.e. overhead power lines (must be buried), safety hazards |
| Yes | No | Brownfield – 21E evaluation |
| Yes | No | Environmental Justice community/neighborhood |
| Yes | No | Acquisition involving relocation of residents, tenants, or businesses |
| Yes | No | Negotiated sale |
| Yes | No | Purchase and Sales Agreement or Agreed Price Amount \$ |
| <u>Appraisal #1:</u> | | Appraiser: Valuation: \$ |
| <u>Appraisal #2:</u> | | Appraiser: Valuation: \$ |
14. Check if the following permits are required (for file records only):
- | | | |
|-----|----|--|
| Yes | No | U.S. Army Corps of Engineers (404 or Rivers and Waterways) |
| Yes | No | MA DEP Division of Wetlands & Waterways (617) 292-5518 |
| Yes | No | U.S. Coast Guard |
| Yes | No | U.S. Dept. of Agriculture (Zoos) |
| Yes | No | C. 131 s. 40 Wetlands (municipal conservation commission) |
| Yes | No | MEPA Review (301 CMR 11.00: MEPA Regulations) (617) 727-5830 |

IMPORTANT NOTICE

If any of the above permits are required, the permit or application for the permit must be submitted. Should the project be selected for funding, the permit will be required as part of the final application.

15. Attach certification of:
- Applicant community's legal authority to apply for the grant and to finance and construct the proposed facilities (see Sample Municipal Vote), and the **Chief Executive Officers legal authorization to execute contracts**. This is a resolution, motion or similar action that has been duly adopted or passed as an official act of the community's governing body which authorizes the filing of the applications, including all understandings and assurances contained therein; and
 - Authorization from chief municipal officer identifying individual named on the first page of this application who acts as official of municipality in connection with the application and who will provide such additional information as may be required (See Urban Self-Help Regulations 5.04:(6).

Date

Signature of Chief Municipal Officer

Name and Title (Typed)

Duration of Term

Mailing Address:

Telephone:

REQUIRED ATTACHMENTS

1. **Municipal Open Space and Recreation Plan**, if not already approved and on file at DCS. Plans are approved by DCS for up to five years of eligibility in DCS grant programs. Community is not eligible to apply without an approved plan, or submission of a draft plan. (If we have it on file, don't send another copy.)
2. **Acquisition Projects: Appraisal report** as required by DCS.
3. **Development & Renovation Projects - Site Development Plans and Cost Estimates.** Services of a professional design firm are recommended for renovation and development projects. Costs incurred prior to the signing of a state standard contract are NOT eligible for reimbursement.

RECOMMENDED ATTACHMENTS

1. A **Cover Letter** on Respondent letterhead that, at a minimum, identifies or discusses: the specific parcel(s) of land to be acquired or park(s) to be developed/renovated; a clear statement of the parcel(s)'s or park(s)'s importance to the community's recreation needs; any partnerships, financial or otherwise, formed to facilitate the project and/or long-term maintenance of the parcel(s); and a detailed project schedule.
2. **Project Description and Budget Details.**
3. **Photographs** of site including any existing facilities and buildings.
4. **Boundary Plan of Site** (Survey or Plot Plan with adequate metes and boundary descriptions). The boundary plan submitted with the project application becomes the permanent protected boundary for the site, and must be legally sufficient to identify the land to be protected. A registered survey plan with deed references, or assessor's map with block and lot number are acceptable.
5. **USGS Locus Map** showing Project Site and any adjacent or nearby public or quasi-public land.
6. Sufficient materials that will allow **MassGIS** to create an accurate digital representation of the proposed site. These materials include either 1.) a USGS topological map or copy (including the name & date of the quad) with the site accurately drawn on it, with a copy of the site plan and/or a survey plan if available or 2.) a printout of the digital representation of the site on a USGS topological map background and a note indicating that the digital representation of the site has been emailed to dominique.pahlavan@state.ma.us in appropriate format (Massachusetts State Plane Meters NAD1983 Datum) with a subject line that includes the words "Urban Self-Help Program FY07 Grant Round".
7. **Evidence of public hearing on proposed project** (copy of actual newspaper ad or actual posted announcement). Concentrate on local neighborhood participation by posting notices with tenants associations, in local grocery stores, or with Community Development Corporations. Pay special attention to Environmental Justice communities in the area.
8. **Usage Report** if your project is Regional or Statewide.
9. Certified copies of the following **municipal votes** (or draft warrant article or city council order, as necessary). Refer to the handout, *Sample Municipal Vote* included in the application package, for guidance.
 - Copy of municipal vote accepting the Conservation Commission (M.G.L. c.40 s.8c) and Park Commission (M.G.L. c.45 s.2) and current appointments to said Commissions.
 - Vote authorizing application; raising, borrowing or appropriating the total project cost (application item #15); and dedicating land to park, playground or recreation purposes (application item #9).
10. Copy of property **deed** confirming municipal ownership and dedication to park, playground or recreation purposes.
11. **Commonwealth Capital Application** – submit copy of cover letter to confirm that your community has applied for this rating, or a copy of OCD's response and your score. The Commonwealth Capital application, as well as additional guidance documents and information about the Commonwealth Capital Program, is available on Commonwealth Development's website at: <http://www.mass.gov/ocd/comcap.htm>. For questions on Commonwealth Capital email commcap@massmail.state.ma.us or call (617) 626-4949.
12. All applicants should request comments on their projects from the **Massachusetts Natural Heritage and Endangered Species Program** (MNHESP at <http://www.state.ma.us/dfwele/dfw/nhesp/nhesp.htm>), and the **Massachusetts Historical Commission** (MHC at www.state.ma.us/sec/mhc). Comments from the regional planning agency are also helpful. These review letters must be requested by the filing deadline, but the responses will be accepted anytime before funding decisions are made.

SUPPLEMENTARY DOCUMENTS ATTACHED IF APPLICABLE TO THE PROJECT

1. Copies of current leases, restrictions, or other rights or interests held by others in the property.
2. Fee Schedule.
3. Any necessary permits or applications for permits.

If selected, the Respondent will be required to execute the following forms in order to complete a contract:

- Urban Self-Help Project Agreement (available online at www.mass.gov/envir/dcs).
- Commonwealth Standard Contract
- Commonwealth Standard Terms & Conditions
- Contractor Authorized Signatory Listing

Applicants are encouraged to review these forms prior to submission of an Application. With the exception of the Urban Self-Help Project Agreement available online at www.mass.gov/envir/dcs, all other forms are available at: <http://www.mass.gov/osd>.